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Program Manager

Boston Impact Initiative

Hybrid, Work must be performed in or near Boston, MA

Details

Job Type: Full Time

Start Date: October 6, 2025

Application Deadline: August 29, 2025

Experience Level: Managerial

Salary: USD \$70,000 - \$85,000 / year ⓘ

Cause Areas: Economic Development, Entrepreneurship, Community Development, Financial Literacy & Personal Finance, Philanthropy

Description

ABOUT BOSTON IMPACT INITIATIVE (BII)

Boston Impact Initiative (BII) is a nonprofit impact investment fund founded in 2013 working to build a regenerative and equitable economy. We invest integrated capital—equity, debt and grants—in social enterprises and community-owned and controlled real estate to build wealth and asset-building opportunities, especially in communities of color.

As a new Community Development Financial Institution (CDFI), we currently manage two distinct funds:

- BII Fund I: Established in 2017, deployed \$6.9M across 50 enterprises

- BII Fund II: Launched 2022, raised \$17M, invested \$6.5M in 23 companies and real estate projects, and is actively raising/deploying capital to small businesses and community-governed real estate projects in Massachusetts and New England

BII also offers impact investing education and training. Through our Advancing Regenerative Capital (ARC) Fellowship, we have trained 70 fund managers from 30 organizations to launch community-based impact funds focused on economic justice. To date, 22 funds have launched that have deployed over \$12M to diverse small businesses across the U.S.

BII is growing to 15 employees in 2025, with a net \$3.5M annual operating budget.

As we expand our investing and field-building work, we seek a highly organized, relationship-oriented, and proactive **Program Manager** to support the implementation of our education programs. This role is essential in ensuring the smooth delivery of programs and support services that foster connection, learning, and movement-building.

The Program Manager will be responsible for managing logistics, coordinating events and workshops, tracking engagement in CRM data systems, engaging with program participants and speakers, and ensuring timely communication and follow-up. This person will help ensure a high-quality participant experience while enabling senior staff to focus on strategic growth, partnerships, and ecosystem building. This is an ideal position for someone who thrives in a behind-the-scenes role, loves network-building, and takes pride in making complex programs run seamlessly and inclusively. This person will report to the Director of Education & Partnerships.

KEY RESPONSIBILITIES

Program Operations & Logistics

- Coordinate scheduling and logistics for virtual and in-person sessions, coaching calls, webinars, and community events
- Support the planning and execution of convenings, retreats, capstones, and public events, including coordinating venues, tech, materials, and hospitality
- Serve as the key liaison for guest speakers, trainers, and program partners—sending invitations, confirming details
- Maintain calendars, timelines, rosters, and workflows across BII's field-building and education programs

Relationship Management & Participant Engagement

- Act as the first point of contact for program participants and applicants, creating a welcoming and responsive environment throughout the program

- Coordinate personalized follow-ups, session reminders, surveys, and check-ins to support engagement, retention, and trust-building with participants
- Facilitate meaningful introductions between fellows, alumni, and the broader BII network to strengthen ecosystem connections

Communications and Promotion

- Draft and send clear, timely program communications, including updates, newsletters, and outreach emails to participants
- Collaborate with the Communications team to highlight program milestones, testimonials, and alumni stories on BII's digital platforms.

Curriculum & Platform Support

- Manage digital tools and learning management platforms (Teachable, Google Suite) and coordinate access to learning materials
- Maintain an organized, accessible, up-to-date content library of materials, recordings, and session archives
- Support implementation of drop-in learning sessions, and Strategy Council activities during the ARC Fellowship and other field-building programs.

Data, Evaluation & Reporting

- Support tracking of participant data, attendance, progress, and engagement across programs using CRM tools
- Assist with data collection for funder reports, annual surveys, and the BII Annual Impact Report
- Help prepare summary materials, dashboards, and visualizations that reflect program outcomes and impact.

QUALIFICATIONS

- 3+ years of experience in program coordination, event management, or administrative support experience; fellowship or executive program support experience preferred
- Proficiency with CRM systems, email marketing platforms, and learning management systems
- Excellent organizational and multitasking abilities with strong attention to detail
- Strong interpersonal and communication skills, with a warm, professional, and respectful approach to relationship-building across diverse stakeholders.
- Outstanding written and verbal communication skills
- Customer service-oriented with a collaborative working style

- Comfort coordinating high-level events and engaging with senior leaders, speakers, and funders
- Basic data analysis and reporting capabilities

Preferred Attributes

- Familiarity with integrated capital strategies, community ownership models, and alternative financing structures.
- Lived or professional experience working in or alongside communities of color and frontline communities.
- Commitment to regenerative economy principles and solidarity finance.

COMPENSATION

This is a full-time, exempt position based in Boston, MA. The role is hybrid with the expectation of travel to the Boston office 1-2 times per week. The starting salary range for this role is \$70,000 - \$85,000, depending on alignment with role and commensurate with experience.

BII is an Equal Opportunity Employer. We embrace diverse skills, perspectives, and ideas. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law.

Benefits

BII offers a work environment that supports the unique needs of each employee to balance work and life. We offer a benefits package that includes flexible work options, healthcare, short-term disability, 401k plan with employer contribution, paid time off and holidays, and an annual professional development stipend.

Location

Hybrid

Work must be performed in or near **Boston, MA**

ASSOCIATED LOCATION [?](#)

2225 Washington St, Roxbury, MA 02119, USA
2nd Floor

Apply to This Job

Instructions:

APPLICATION PROCESS

Please submit your resume and cover letter on Idealist, addressing these two questions:

1. What about BII's mission appeals to you?
2. What aspects of your experience are you most eager to contribute to this role?

All fields are required

First Name

Casey

Last Name

Smith

Email

casey.smith@example.com

Resume

Resume must be uploaded in PDF format

Choose a file or drag it here

No file chosen (maximum size: 10 MB)

Cover Letter

Choose a file or drag it here

No file chosen (maximum size: 10 MB)

I acknowledge that use of the Idealist Applicant Tracking System is subject to Idealist's [Privacy Policy](#) and [Terms of Service](#).

Submit Application